



About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

College Counselor Position

Archbishop Riordan High School is seeking a full-time college counselor to provide direct college and career support services. As a part of the Counseling Department, the college counselor works in collaboration with other members of the Counseling Department to support the different phases of the student's college and career development.

Under the direct supervision of the Director of Counseling, the College Counselor will:

- Work with students in all phases of the college selection and admission process including, but not limited to, creating and refining the college list; application review; essay writing; interview skills; standardized testing; and making final college decisions.
- Work closely with divisional counselors to help support all students meet college requirements.
- Provide direct college support services for students in individual, small group and classroom settings.
- Educate students and parents about colleges, the college admissions process, trends, procedures and testing.
- Plan, publicize, and coordinate after-school, evening, and some weekend events for students and parents.
- Prepare and disseminate financial aid and scholarship information to students and parents.
- Utilize appropriate technology (i.e. *SCOIR* web-based program, student information system, *Powerpoint*, spreadsheets) to assist the college counseling program.
- Work with the registrar to submit transcripts to colleges, NCAA, NAIA etc.
- Establish and maintain professional relationships with admission representatives.
- Works on alignment of college counseling program and services.
- Serves as the liaison between colleges and universities and Archbishop Riordan High School.
- Writes letters of recommendation and prepares Secondary School Reports.
- Participates in professional development (travel may be required) to become aware of issues and trends in college admission, higher education, testing, etc.
- Visits colleges and universities (locally and nationally) to learn about possible matches for students and becomes familiar with those programs, services and admission policies, and to articulate ARHS's program of academic success to admission officers.
- Support and collaborate with divisional counselors-to provide personal and academic counseling as needed.

Qualifications

- Minimum of three years of experience working in school-based college counseling or college admissions
- Master's Degree strongly preferred, especially in Counseling
- Interest in working with socio-economic and ethnically diverse students and families
- Knowledge of SCOIR system or similar online counseling tools
- Collaborative team player with strong communication skills
- Some experience working with international students preferred
- Use skills pertaining to communication, collaboration, leadership and teamwork
- Understanding of the mission and values of Archbishop Riordan High School and the Archdiocese of San Francisco

Compensation

Based on the Collective Bargaining Agreement. Initial placement for salary will be based on postgraduate units and years of experience.

Letter of Interests and Resumes must be submitted by March 20, 2020

Interviews will begin the week of March 23, 2020

To apply, please email your Cover Letter and Resume to:

Mr. Jonathan Aguilar, Director of Counseling
Archbishop Riordan High School
175 Frida Kahlo Ave
San Francisco, CA 94112
jaguilar@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)